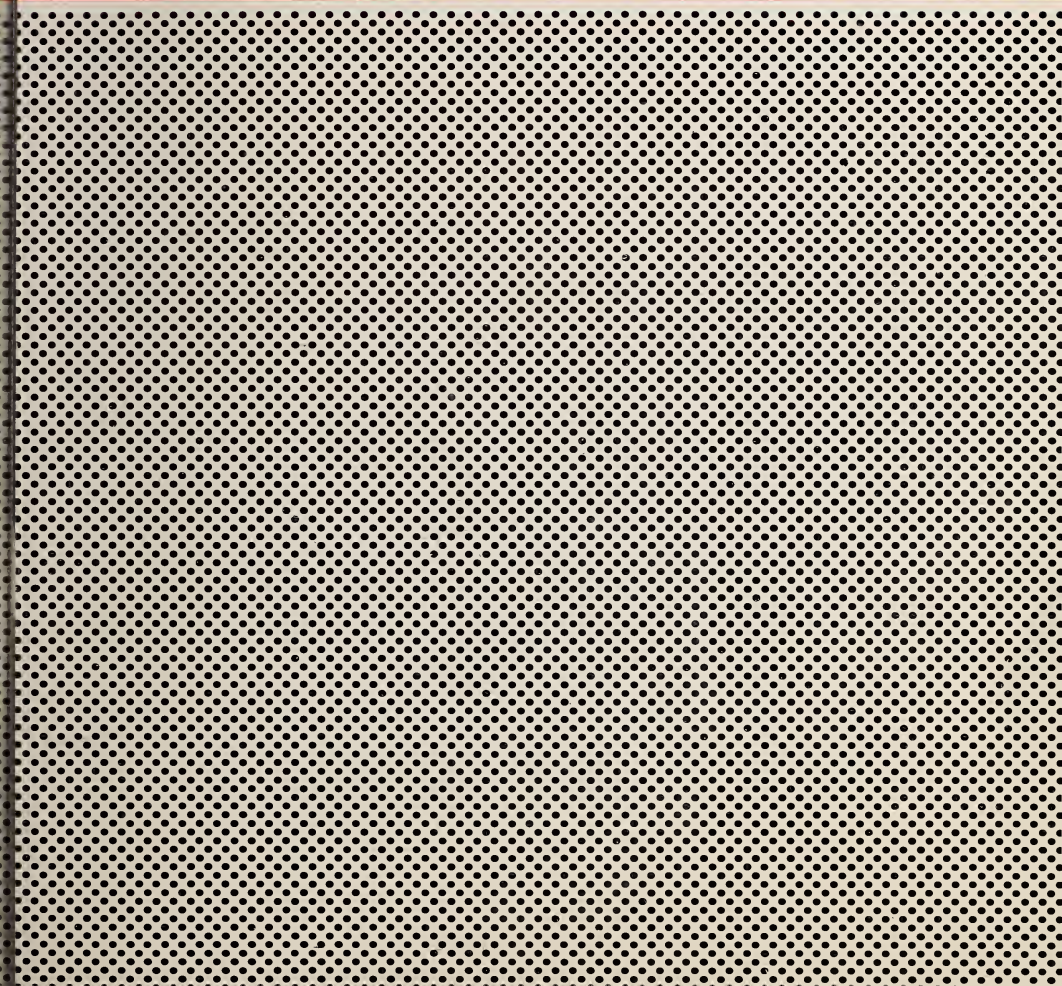


**CERTIFICATE COURSE IN
PUBLIC ADMINISTRATION
UNIVERSITY OF TORONTO
DIVISION OF UNIVERSITY EXTENSION**

1965 - 66



ADMINISTRATIVE STAFF

1965 — 1966

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Director of Hart House Theatre R. S. Gill, M.A.

DIVISION OF UNIVERSITY EXTENSION

Certificate Course in Public Administration

Co-ordinator M. R. Hecht, M.Sc.
Supervisor L. G. Dutton, C.D., B.A.

IMPORTANT NOTICE

In view of increasing costs of supplies and labour, charges set forth in this Calendar are subject to change by the Board of Governors.

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CERTIFICATE COURSE IN PUBLIC ADMINISTRATION

Date _____

Name Mr. ☐
 in Mrs. ☐
 full Miss ☐

1st given name 2nd given name 3rd given name SURNAME IN CAPITALS
 (Please Print)

Home address

Date of birth — Day Month Year Home Phone

Place of birth — City Country Married Single

I wish to enrol in subject night
 subject night

Attached is remittance for tuition fees \$95.00 per subject

Equivalent certificate fee \$ 5.00

(for certificates other than Department of Education, Ontario)

For granting academic credit

FOR OFFICE USE ONLY

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Payment must be in full. Fees may not be paid by instalment. Cheques to be made payable at par to the University of Toronto.

Fac.

Crs.

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Signature

63 64 65 66 67

Faculty Abbrev.

TO BE COMPLETED BY ALL FIRST YEAR STUDENTS
(Continuing students to complete any portions the answers to which have changed since last registration.)

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Employer's name Position held

57 58 59

Geo. Code

Business address Business Phone

Education
Certificates must be submitted.

Experience in the public service: To be shown on BACK OF THIS PAGE (Not on back of second sheet)

Degrees previously earned and/or other professional qualifications (where and when)

Related courses previously taken (please give details)

FOR OFFICE USE ONLY

Admission:

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Bus.

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C.A.

☐

Cheque

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Cash

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Card & T.T.

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A.B.C.

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CERTIFICATE COURSE IN PUBLIC ADMINISTRATION

This is an evening course in public administration providing instruction in those areas of political and other social sciences that are essential for an understanding of the executive branch of government and its functions. The program includes basic courses in several social sciences with emphasis on Canadian governments at all levels and their major problem areas.

The course is intended primarily for public administrators of federal, provincial, and municipal governments who hold or may be expected to hold positions of some administrative responsibility and who lack university training in the social sciences. It is not intended as preparation for those planning to enter the public service, or to train specialists in particular aspects of administration. It is being conducted primarily for those with considerable experience in the public service or related areas who have already mastered a specialist activity and who wish to acquire a broader background.

The program consists of six subjects, four of which, Political Science, Economics, Public Administration, and Social Factors of Administration, are compulsory. Two optional subjects are selected from the following group: Economic Development of Canada, Urban Geography, Inter-governmental Relations and Local Government, and Modern Social and Political Ideas. Students may enrol in not more than two subjects each year. Thus, the program can be completed in a minimum of three years.

Instruction is given in two-hour sessions, from 4 to 6 p.m., for approximately twenty-seven weeks. Students who enrol in two subjects attend classes two evenings a week. Classes begin September 20 and examinations are written in April or May.

APPLICATIONS

Students may apply by mail, or in person at the Division of University Extension, Room 201, 84 Queen's Park, Toronto 5,

from 9 a.m. to 5 p.m. daily except Saturdays. To phone for information, call 928-2395 or 928-2396. The final date for submitting applications is September 10. Letters of enquiry are not considered to be applications. Application may be made on the evenings shown below and personnel will be available for counselling prospective students.

PLACE: University Extension, 84 Queen's Park

TIME: August 18, until 8 p.m.

September 8, until 8 p.m.

FEEES

Tuition (each subject)	\$95.00
Equivalent Certificate Fee	\$ 5.00
(for certificates other than those of the Department of Education, Ontario)	
Fee for granting academic credit	\$ 5.00
(for work done at another university)	

REFUNDS

Refunds will be granted only if requested *in writing* before the *second* lecture, accompanied by the admit-to-lecture card and the official receipt. Consideration for partial refunds may be given to circumstances which, supported by evidence, necessitate later withdrawal from the course. A charge of \$10.00 is made for a refund of fees.

WITHDRAWALS

A student who does not write the final examination at the end of any session will be considered to have failed in that subject unless he has officially withdrawn from the course. Merely ceasing to attend class or notifying the instructor does not constitute an official withdrawal. A student who finds it necessary to cease attendance and who wishes to avoid being considered a failure must notify the Director, Division of University Extension, in writing before March 15, giving the reason for the withdrawal.

ADMISSION REQUIREMENTS

Applicants for admission will be expected to show proof of university graduation, or of standing in nine Ontario Grade 13 papers (including English), or the equivalent of Grade 13 as required for University of Toronto entrance.

A student over twenty-five years of age who lacks standing in Grade 13 but who has had suitable experience may be required to write a scholastic aptitude test. On successful completion of this test, he will be admitted to the course on probation and must successfully complete his first two subjects in order to have his probationary status removed. A student on probation may not fail in more than one of his first two subjects and must obtain standing in his next writing of that subject. Students on probation must submit a birth certificate at the time of application.

All applicants are required to submit evidence acceptable to the University of facility in English.

ADVANCED STANDING

Students who have, in the past, successfully completed courses in public administration for which there were examinations given by the Extension Division of the University of Toronto, may apply for admission to the course. In certain cases, the candidate may proceed to the certificate by taking additional subjects. Enquiries should be directed to the Business and Professional Section of the Extension Division.

CONDITIONS FOR CREDIT

A student applying for credit for individual subjects undertaken shall submit an official transcript of his record for evaluation. A student who holds a university degree and is granted credit in one subject, is required to undertake only *five* subjects to earn his certificate. A student who applies for credit and has not a university degree, may be granted credit in one subject but is required to undertake *six* subjects in order to earn his certificate. Under no circumstances will credit be granted in more than one subject. No

credits will be given for a passed subject in a failed year in a previous university course.

EXAMINATIONS AND MARKS

Only one set of examinations is conducted each session. Candidates who do not present themselves for the April examination must make application before September 15 for the following spring. This regulation applies also to those who fail to obtain standing at the April examination. A student who can present a petition before the end of the examination period stating that he was absent from an examination for reasons of health or business commitments, and who has sufficient evidence, will be allowed to write a special examination in the fall, following the spring examinations. There will be a fee of \$15.00 for this special examination.

To receive credit in a subject, a candidate must obtain 50% in the annual examination and 50% of the aggregate of term mark and examination mark. A certificate will be granted to those who complete the six subjects with a mark of at least 50% in each subject and an overall average of at least 60%. Candidates who fail to obtain an average of 60% on their first four subjects will be required to repeat a subject in order to raise their average to 60% before being allowed to continue. To receive honour standing in the course, a candidate must obtain an average of at least 75% in the six subjects.

PASSES AND FAILURES

Obligatory Subjects

A candidate who fails to obtain standing in an examination may, at the opening of the next session, either make application to re-write the examination on payment of a \$15.00 special examination fee, provided he has successfully completed his term work, or pay the full tuition fee and re-enrol in the subject. Anyone who fails to obtain standing a second time in an obligatory subject will not be allowed to proceed with the course.

Optional Subjects

A candidate who fails to obtain standing in an optional subject may, at the opening of the next session, either make application to rewrite the examination on payment of the \$15.00 special examination fee, provided he has successfully completed his term work, or pay the full tuition fee and enrol, either in

(a) the same option

or

(b) a new option

A candidate who fails to obtain standing twice in his original option may transfer to a new option, but failure to obtain standing in the new option at the first time of writing will result in the student's removal from the course.

A candidate who fails to obtain standing at the first time of writing an option and who then selects a new option and fails to obtain standing, will be permitted to re-write the new option only once and, if unsuccessful, must withdraw from the course.

GENERAL

A candidate who fails three examinations, on first attempt, throughout the course will be obliged to withdraw.

A candidate who does not obtain a pass in both his term work and his annual examination must re-enrol in the subject.

Students are expected to complete the program in not more than seven years. If special circumstances exist, a student may petition for an extension of the time limit.

Night phone number at Extension Division is 928-2394.

All classes will be held in Room 1088, Sidney Smith Hall, corner of Willcocks and St. George Sts.

DESCRIPTION OF SUBJECTS

In the description of subjects that follows, it is pointed out that certain subjects are pre-requisites for others. For example, the compulsory subject, Economics, must be undertaken before the optional subject, Economic Development of Canada. Students should take care to select subjects in such a sequence that the pre-requisite courses are studied early and so prevent conflicts in the later stages of their programs.

COMPULSORY SUBJECTS

POLITICAL SCIENCE: This course is designed as an introduction to the study of politics with particular reference to the government of Canada. Topics dealt with include constitutionalism and the British North America Act, problems of federalism, the political party system, the cabinet, the legislature, the Crown, and civil liberties.

Tuesday — commencing September 21

Instructors — J. T. McLeod, P. Silcox

Text: Dawson and Ward: *The Government of Canada* (U. of T. Press)

SOCIAL FACTORS OF ADMINISTRATION: The human relations philosophy has proposed decentralization and participative management as solutions to human problems associated with size, complexity, mechanization and the rapid introduction of change in business, government and industry. The relevant research and alternative proposals are outlined. This is followed by a discussion of the human implications of recent developments in information processing technology.

Wednesday — commencing September 22

ECONOMICS: This course describes the general operation of the modern market economy or price system. It also outlines the broad range of government policies available to ensure full employment, price stability, and economic growth, and discusses the various combinations of monetary and fiscal policies to meet these objectives.

Monday — commencing September 20

Texts: Paul A. Samuelson: *Economics, An Introductory Analysis* (McGraw-Hill, 6th edition);

M. H. Watkins, D. F. Forster (eds): *Economics: Canada*, (McGraw-Hill)

PUBLIC ADMINISTRATION: This course will treat some of the major topics in public administration, including organization, financial administration, personnel, and political and legal controls over the administration. Where possible, examples will be drawn from Canadian governments at all levels, but material relating to British, American, and European governments will also be used where relevant. As far as possible the theory lying behind administrative institutions will be stressed rather than description.

Prerequisite: Political Science (may be taken concurrently).

Text: Hodgetts and Corbett: *Canadian Public Administration*, (Macmillan).

OPTIONAL SUBJECTS

INTERGOVERNMENTAL RELATIONS and LOCAL GOVERNMENT: This course will deal with key issues in public finance, education, transportation, public health, and social welfare from the perspective of inter-governmental conflict and co-operation. Beginning with a historical, legal, and theoretical survey of federalism and provincial-municipal relations, the course will proceed to examine the interplay among units and levels of government involved in the formulation of public policy, with particular emphasis on economic and political factors. While the main focus of the course will be on the policy areas named above, some consideration will be given to problems of governmental structure, especially in metropolitan and rural areas. Where appropriate, due attention will be paid to developments elsewhere, particularly in the United States and the United Kingdom.

Prerequisites: Economics and Political Science.

Thursday — commencing September 23

Instructor — J. Stefan Dupré

MODERN POLITICAL AND SOCIAL IDEAS: This course will examine the major contributions to western political thought since the Renaissance. It will also explore some of the most controversial issues in contemporary political thought.

Prerequisites: Economics and Political Science.

ECONOMIC DEVELOPMENT OF CANADA: This course reviews the historical development of the Canadian economy from the early dependence on staples such as fish, fur, and timber to the modern period where a substantial manufacturing sector has arisen. The growth of the economy is also linked to contemporary political and social developments.

Prerequisite: Economics.

URBAN GEOGRAPHY: This course is concerned with the origin and development of urban places, in North America and Western Europe. The emphasis is on three specific aspects: (a) Functions of cities and types of towns according to economic activity; (b) the layout of cities, their morphology and the location of economic activity within the urban area; (c) the relationships between cities and between the city and the region.

ACADEMIC CALENDAR

August 18	Applications and counselling at 84 Queen's Park
September 8	Applications and counselling at 84 Queen's Park
September 10	Last day for applications
September 20	Fall term classes begin
December 16	Last day of fall term classes
January 3	Spring term classes begin
February 14 - 20	Reading Week (All lectures cancelled)
April 7	Last day of classes
April or May	Examinations

It is not feasible to present every subject every year. Two or three obligatory and one optional subject will be offered each session. Shown below is the proposed program for the next four years. Additional subjects may be offered as circumstances dictate.

	1965-'66	1966-'67
Obligatory	Political Science	Public Administration
	Social Factors of Administration	Political Science
	Economics	Economics
Optional	Inter-governmental Relations and Local Government *	Modern Social and Political Ideas
	1967-'68	1968-'69
Obligatory	Social Factors of Administration	Political Science
	Public Administration	Others to be announced
Optional	Urban Geography	Economic Development of Canada

* Depending on 1965-66 enrolment.

UNIVERSITY EXTENSION PROGRAMS

The Division of University Extension offers many other courses and services. Readers of this calendar are invited to ask about:

GENERAL COURSE (Extension) leading to the Bachelor of Arts degree.

GENERAL COURSE IN SCIENCE (Extension) leading to the Bachelor of Science degree (first year only).

BACHELOR OF SCIENCE IN NURSING (Extension) (first year only)

CERTIFICATE COURSE IN BUSINESS. Providing instruction in the basic principles of modern business, this course is designed for mature men and women in business, industry, and the Civil Service who are in, or working toward, positions of responsibility. One or two of the six subjects may be taken each year. Six are required for graduation.

EVENING AND AFTERNOON COURSES IN THE LIBERAL ARTS provide a wide range of cultural and non-technical courses in the liberal arts for those who are not seeking credit.

FRENCH SUMMER SCHOOL — SAINT PIERRE ET MIQUELON offers non-credit oral courses in elementary and advanced French, as well as courses which are accepted for University credit. For the student who cannot go to France this summer, Saint Pierre and Miquelon offers, at a fraction of the cost, the next best opportunity to experience a memorable and profitable holiday on French soil.

BUSINESS AND PROFESSIONAL COURSES are designed to meet the educational needs of supervisory, executive, and professional personnel. In general these courses are non-credit, and in

many cases, there are no academic requirements for enrolment. There is a wide variety of courses covering such topics as accounting, administration, marketing, economics, finance, personnel administration, and many others, plus a group of courses especially designed for engineers. All instruction is given either by members of the faculty of the University of Toronto or by members of the community who are experts in their field. Optional examinations are offered in some subjects.

SUMMER SCHOOL OF THE THEATRE offers a five-weeks' course of study for those interested in the professional theatre, the community theatre, or in the teaching of drama in the schools. Course subjects will include: Acting Technique, Scene Preparation, Voice and Speech, Directing, Dramatic Literature, Make-up, and Stage Craft.

CORRESPONDENCE COURSES are conducted for the Association of Administrative Assistants, the Canadian Credit Institute, the Canadian Institute of Realtors, the Canadian Institute of Traffic and Transportation, the Chartered Institute of Secretaries, the Association of Professional Engineers, and the Ontario Association of School Business Officials.

For information, call 928-2393, 928-2394

The University of Toronto issues the following calendars and other publications concerning courses of instruction given by the University, any one of which may be had on application to the Registrar of the University or to the Secretary of the Faculty, School or Institute about which information is sought.

CALENDARS AND OTHER PUBLICATIONS ISSUED BY THE UNIVERSITY OF TORONTO

ADMISSION INFORMATION —	Admission Awards Admission Circular
APPLIED SCIENCE AND ENGINEERING —	Faculty of Applied Science and Engineering Diploma Course in Operations Research
ARCHITECTURE —	School of Architecture
ARTS AND SCIENCE —	Faculty of Arts and Science Courses and Subjects in Arts and Science Diploma Course in Computing and Data Processing
BUSINESS —	School of Business — Graduate Programme in Business Administration Winter Evening Seminars
CHILD STUDY —	Institute of Child Study
DENTISTRY —	Faculty of Dentistry Courses for Graduates in Dentistry Dental Hygiene
EDUCATION —	Ontario College of Education Graduate Degrees in Education
EXTENSION —	General Course (Extension) Certificate Course in Business Afternoon and Evening Courses in the Liberal Arts Business and Professional Courses Certificate Course in Public Administration Correspondence Courses
FOOD SCIENCES —	Faculty of Food Sciences
FORESTRY —	Faculty of Forestry
GRADUATE STUDIES —	School of Graduate Studies
HYGIENE —	School of Hygiene
LAW —	Faculty of Law
LIBRARIANSHIP —	Library School
MEDICINE —	Faculty of Medicine Division of Rehabilitation Medicine Division of Postgraduate Medical Education
MUSIC —	Faculty of Music The Royal Conservatory of Music School of Music Year Book General Syllabus Pianoforte and Theory Syllabus
NURSING —	School of Nursing
PHARMACY —	Faculty of Pharmacy
PHYSICAL AND HEALTH EDUCATION —	School of Physical and Health Education
SOCIAL WORK —	School of Social Work

Enquiries about the following institutions in the University of Toronto should be addressed as follows:

York University — The Registrar, 2275 Bayview Avenue, Toronto 12
Massey College — The Master, Massey College, University of
Toronto, Toronto 5

John Sterback

